

**LEGAL BASE**

42 USC 657

**AGENCY POLICY**

Report to the State support collected on child and child/spousal orders in FIP (formerly ADC) and ADC/FIP arrearage cases. The State uses collection records to determine families' eligibility for FIP and to calculate child support participation payments and reimbursements (see Chapter 210) payable to families, State entitlements, and unreimbursed public assistance.

**REPORTING  
INSTRUCTIONS**

Report collections electronically to the Child Support Enforcement System (CSES), 1020 Long Boulevard, Lansing MI 48913. If electronic transmission is not possible, report collections by disk or magnetic tape. An Airborne Express account has been established for counties submitting disks or magnetic tape.

Collections are reportable on five cycles for each collection month. Exhibit 5 contains date range and the due dates for each reporting cycle. Reports are due at CSES no later than 5:00 p.m. on the due date.

**Note:** A 4th cycle report is not required if a Friend of the Court office submits the EOM report in time to meet the deadline for the 4th cycle.

Itemize cumulative current collections on reports for the first four cycles of a collection month. Arrearage collections are not processed until the end of month cycle, but can be included on cycle 1-4 reports. Report current and arrearage collections for the collection month on the end of month (EOM) report.

Support Collections in excess of the current and past due obligations may be applied to the current monthly obligation for a future month. Current collections for future months can be deposited into the local treasury account and reported to CSES on the EOM report for the month support was received. CSES will initially pend a collection reported with a future month and then automatically process the collection when its date becomes current. Collections for future months can also be held by FOCs until due. That avoids refunds required if an FIP case closed before the future month arrives.

**CSES Sites**

Post FIP child and child/spousal support collections to local accounts. This includes ADC/FIP arrearages collected by State and Federal Tax offset, lottery offset or tax credit. Offset collections are reported to FOCs on the CS-100 for Federal Tax Offset Refund Offset Child Support Collections, and the TC06-285Z02 for Child Support Collections from State Tax Refund Offset, or via tape.

Also post to local accounts negative adjustments to Federal offset collections that are reported on the CS-100.

Collection reports transmitted by CSES sites then itemize FIP collections deposited into the treasury account and ADC/FIP arrearages collected by State and Federal tax offset, lottery offset and prescription drug credit.

**Non-CSES Sites**Collection Detail

Itemize ADC/FIP child and child/spousal support collections that are deposited into the local treasury account. This includes ADC/FIP arrearages collected by State and Federal tax offset, lottery offset or tax credits (e.g. property or prescription drug credits). Offset collections are reported to FOCs on the CS-100, Federal Tax Offset Child Support Collections, and the TC06-285Z02, for Child Support Collections from State Tax Refund Offset, or via tape.

Do not include on collection reports negative adjustments to federal offset collections that are listed on the CS-100. Those negative adjustments are centrally loaded into CSES.

**Note:** FOCs must post those adjustments to local accounts.

Include the following information in an itemized collection record:

<b>Item</b>	<b>Description</b>
County Number	Two digit number for the Friend of the Court
FIPS number	FIPS number of the Friend of the Court. (FIPS numbers are listed in Appendix A.)
Client Name	FIA client/FOC payee name, last name first.
FIA Case Number	The FIA case number to which the collection applies. Format is X9999999X.
Record (Collection) Type	Record types are identified on reports submitted by tape or derived by CSES. Codes are:  A=Current support only B=Arrearages only excluding tax offset. C=Both current support and arrearage excluding tax offset. F=Federal tax offset collection S=State tax offset collection
Collection Date	The month and year of the collection in numeric form. Example: June 199Y = 06/9Y. For tax offset and interstate collections, the collection date is as follows:

**Federal Offset:** Report each federal FIP offset collection with the month and year indicated by the collection date (not the run date) on report CS-100 received from OCS. Do not report negative amounts listed on the CS-100.

**State Offset:** Report State FIP offset collections with the collection month and year indicated by the collection date on report TC06-285Z02 of state offset collections.

**Interstate Collections:** Report the month and year of the collection as reported by the IV-D agency of the other state or its collection agent.

Current Amount	Amount of the collection applied to the current monthly child or child/spousal support collection.
Arrearage Amount	Amount of the arrearage collection applied to child or child/spousal support arrearages.
Payer SSN	Social Security number of payer if available.
Court Case Identifier	Court case or order number.

#### Control Record

Provide a control a control record in addition to the itemized collection report to identify record and collection totals. CSES will match control totals on output records and output records and report discrepancies to the FOC. The control record contains the following information.

Item	Description
County Number	Two digit county number of the Friend of the Court.
FIPS Number	FIPS number of the Friend of the Court. See Appendix A.
FOC Name	Friend of the Court county name.
Total Records	
• Type A	Number of current-only collections reported
• Type B	Number of non-tax offset arrearages-only collections reported
• Type C	Number of collections reported with both current support and non-tax offset arrearages

- Type F      Number of federal tax offset collections reported
  - Type S      Number of State tax offset collections reported
- Total Current Amount Type A      Total amount of current-only collections reported with Record Type A
- Total Current Amount Type C      Total amount of current collections reported with Record Type C
- Total Non-Tax Offset Arrearages Type B      Total amount of non-tax offset arrearage only collections reported with Record Type B
- Total Non Tax Offset Arrearages Type C      Total non-tax offset arrearage amount reported with Record Type C
- Total Federal Offset Collections Type F      Total federal tax offset collections reported (Record Type F)
- Total State Off-set Collec-tions Type S      Total state tax offset collections reported (Record Type S)